

**Information available from Eastfield Parish Council under the model publication scheme. Adopted by the Parish Council on 24 Nov 08.**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Notice Boards By appointment with Clerk	Free Free 10p sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Notice Boards By appointment with Clerk	Free Free 10p sheet
Location of main Council office and accessibility details	Website Notice Boards	Free Free
Staffing structure	Not applicable	
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	By appointment with Clerk	10psheet
Finalised budget	By appointment with Clerk	10psheet
Precept	By appointment with Clerk	10psheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	By appointment with Clerk	10psheet
Grants given and received	By appointment with Clerk	10psheet
List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	Not applicable	
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Not applicable	

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Annual Report to Parish or Community Meeting (current and previous year as a minimum)	By appointment with Clerk	10psheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Notice Boards By appointment with Clerk	Free Free 10psheet
Agendas of meetings (as above)	Website Notice Boards By appointment with Clerk	Free Free 10psheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Notice Boards By appointment with Clerk	Free Free 10psheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	By appointment with Clerk Website	10psheet Free
Responses to consultation papers	By appointment with Clerk	10psheet
Responses to planning applications	By appointment with Clerk Scarborough Borough Council	10psheet
Bye-laws	Scarborough Borough Council	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	ALL by appointment with Clerk	10psheet

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Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Not applicable	
Equality and diversity policy	Not applicable	ALL
Health and safety policy	Not applicable	10psheet
Recruitment policies (including current vacancies)	By appointment with Clerk	
Policies and procedures for handling requests for information	By appointment with Clerk	
Complaints procedures (including those covering requests for information and operating the publication scheme)	By appointment with Clerk	
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Not applicable	
Data protection policies	Not applicable	
Schedule of charges )for the publication of information)	Included in this notice	
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	By appointment with Clerk	10psheet
Assets Register	By appointment with Clerk	10psheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not applicable	
Register of members' interests	Scarborough Borough Council	
Register of gifts and hospitality	By appointment with Clerk	10psheet
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Not applicable	

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Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Selected seating only – by appointment with Clerk	10psheet
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Included with this notice	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	NONE	

**Contact details:**

Mr S Simpson  
 Clerk to Eastfield Parish Council  
 Community Centre  
 High Street  
 Eastfield  
 YO11 3LJ  
 Tel: 01723 586655  
 email: [eastfieldpc@btconnect.com](mailto:eastfieldpc@btconnect.com)  
 www: [eastfieldparishcouncil.org.uk](http://eastfieldparishcouncil.org.uk)

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and are published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost incurred by the authority
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		Not applicable
<b>Other</b>		Not applicable